



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

ASSOCIATE PERSONNEL ANALYST

\$4,600 - \$5,758

MAY ALSO CONSIDER

STAFF SERVICES ANALYST

\$2,945 - \$4,788

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

(PENDING BUDGETS APPROVAL)

A 60-day candidate pool will be established for subsequent vacancies

RESPONSIBILITIES:

Under the general direction of the Human Resources Management Division's (HRMD), Selections and Recruitment Manager (Staff Services Manager I), the Associate Personnel Analyst is responsible for overseeing and directing more complex and highly sensitive technical examinations for the various Divisions/Bureaus within the Department. The analyst independently performs varied analytical work at the journey-level on projects related to job analysis, examinations, recruitment, and administers examinations. Provides advice and assistance on Selections and Recruitment issues; and initiates or recommends changes that promote innovative solutions to meet customer needs. Independently interprets and applies a wide variety of personnel laws, rules, policies, and processes in the performance of these functions. All functions will be performed following civil service merit principles in accordance with established office procedures and policies, the California Code of Regulations, State Personnel Board (SPB) Laws, SPB Policies, California Department of Human Resources (CalHR) guidelines, the Selection Manual, and the Federal Uniform Guidelines on Employee Selection. Some travel may be required.

DESIRABLE QUALIFICATIONS:

- Experience in human resources arena, particularly Selections and Recruitment;
- Experience working with control agencies, i.e., CalHR, SPB;
- Ability to perform detail oriented work;
- Ability to take initiative and work independently;
- Ability to handle multiple priorities effectively;
- Ability to communicate effectively and make presentations before groups;
- Strong written and oral communication skills with the ability to analyze data and independently prepare reports and documents;

08/07/15 ER

DO NOT SUBMIT APPLICATIONS TO CalHR

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

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- Ability to negotiate complex, controversial, or sensitive matters under stressful conditions, and the ability to independently resolve disputes;
- Ability to develop effective working relationships with all levels of staff;
- Experience in writing and developing procedures, policies, and manuals;
- Ability to operate computer, laptop, and video conferencing equipment;
- Experience with Microsoft Outlook, Word, Excel, PowerPoint, and I-Mapping applications.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Associate Personnel Analyst or Staff Services Analyst level, those within transfer range, or individuals who have list eligibility. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e., SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the State application.***

FILING REQUIREMENTS:

Failure to submit the following with your application package may result in elimination from the hiring process:

- [State Application \(STD 678\)](#) - Clearly indicate the basis of your eligibility in the Explanation section located at the bottom of page one.
- Applicants must clearly indicate Associate Personnel Analyst or Staff Services Analyst on their state application.
- Applicants must clearly indicate position number 413-191-5142-008 or 413-191-5157-XXX on their state application.
- Resume
- Applicants must provide proof of meeting the minimum qualifications of the classification. To view the minimum qualifications, please visit CalHR Job Descriptions and type in either the class code or title of the classification of which you are applying for.

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SUBMIT APPLICATION PACKAGES TO:

California Department of Insurance
Human Resources Management Division
300 Capitol Mall, 13th Floor
Sacramento, CA 95814
Attn: Elizabeth Reyes

NOTE: This Job Opportunity Bulletin has been updated to reflect the 60-day candidate pool language. If you have already applied, no need to re-apply.

EMAILED APPLICATION PACKAGES WILL NOT BE ACCEPTED. Application packages must be postmarked via U.S Mail by the final filing date to be considered. For additional information, please call (916) 492-3310 or email Elizabeth.Reyes@insurance.ca.gov

FINAL FILING DATE: **Friday, August 28, 2015 - Close of Business (5:00 p.m.)**

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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